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# Memorandum

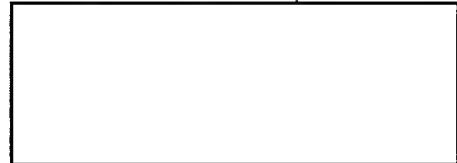
TO : Director of Training

DATE: 31 August 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 25  
24 - 30 August 1965

Nothing additional to report.



25X1A

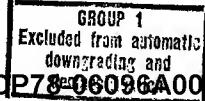
Attachment: Reports

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS.   
 DECLASSIFIED  
CLASS. CHANGED TO: TS S *8/30/12*  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE: *26-1-82* REVIEWER: *006199*

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UNITED STATES GOVERNMENT

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# Memorandum

TO : Chief/Intelligence School

DATE: 30 August 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 25  
23 - 27 August 1965

## MTF PARTICIPATION IN CT PROGRAM

25X1A We have made arrangements to take the support CT group to  
[redacted] during the week of 31 October - 5 November for the Managerial  
Grid Seminar.

## THE RATIONAL MANAGER

3 We have been looking into the nature of the material offered  
by the firm of Kepner-Tregoe and Associates, Inc., of Princeton,  
New Jersey. Messrs. Kepner and Tregoe left the RAND Corporation  
to form an organization devoted to teaching a new approach to  
problem solving and decision making by executives and managers.  
Their system has attracted considerable attention in business  
and government circles. We have just received a copy of their  
book "The Rational Manager" which expounds their doctrine. We  
plan to have one member of the MTF take their one-week course  
at the first opportunity.



25X1A

GROUP 1  
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downgrading and  
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OPTIONAL FORM NO. 10  
5010-104

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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Intelligence School

DATE: 30 August 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 25  
23 August - 27 August 1965

1. The Intelligence Production Course had its final formal session on 27 August when the CT's gave their final briefings on their course research project. All that remains in the course this final week is the revision, rewriting, and production of the course reports. These papers are in various stages of revision, but this extra week of work should produce the better type of paper which can be forwarded to the Studies in Intelligence and other interested parties without embarrassment because of poor editing and proofing. The final briefings once again amazed the students when they found the allotted half hour for presentation and discussion all too short for the research they had done.

2. The first week of the second Section of the ITC got under way smoothly. A good deal of doubling-up was in evidence, as several members of the faculty snatched a day of leave here and there. I doubled for  25X1A and gave my interpretation of his presentation on Intelligence Briefing, and  did the same thing for  presentation on Intelligence Writing.

3.  has completed the first draft of a Training Manual on the Office of National Estimates. This will be reviewed within the Intelligence Production Faculty before it is coordinated with Sherman Kent and the Office of National Estimates. It is unlikely that all this can be accomplished, and  lead time complied with, before the next Intelligence Production Course in eight weeks. However, once we get it in the hands of the students, the Training Manual on ONE will greatly improve the Intelligence Production Course. It is hoped that a similar Training Manual can be produced on the Office of Scientific Intelligence and the DDS&T.

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PAGE TWO - WEEKLY ACTIVITIES REPORT NO. 25

4. Considerable progress is being made on several projects for the Deputy Director OTR. One is a classified briefing manual on the DDI and the DDS&T to be used in the One Hundred Universities Program. Another is a study on the flow of intelligence from the CIA to the Executive Department. A third is on the use of outstanding scholars in the program of study for Career Trainees, and the fourth is a survey of the reading assignments being made in the two courses currently being given in the CT Program by the IPF.

25X1A



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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 30 August 1965

FROM : Acting Chief, Orientation Faculty

SUBJECT: Weekly Activities Report No. 25  
23 - 27 August 1965

## 1. Introduction to Intelligence

Preparations for I.O. #79 are just about completed with over 40 students enrolled as of this date.

## 2. Proposed Special Orientation for DDP Personnel

25X1A

[redacted] has submitted to Chief/Operations School a rough draft of a 7- or 8-day condensed orientation course (regular IOC contents minus area briefings and "American Thesis") for a possible 25-30 new [redacted] personnel. 25X1A It was understood with [redacted] that the I.O. portion of the proposed 3-week course would begin no later than 4 October because of the overlap as of 11 October with the next CT Orientation.

## 3. Special Tutorial for DDP Personnel

25X1A

A two-day special tutorial, which had been agreed to some weeks ago, was conducted on 25-26 August for two contract employees of [redacted] whose crash training schedule did not permit regular orientation.

## 4. Lectures and Briefings

25X1A

25X1A

a. On 23 August 1965 at Headquarters, [redacted] [redacted] briefed some 40 Agency EOD's on the significance of intelligence, on CIA's role in the national security structure and intelligence community, and on the functions of the main Agency components.

25X1A

b. On the evening of 24 August 1965, [redacted] [redacted] briefed a Naval Reserve unit at the Naval Gun Factory area on CIA's role in the National Security structure and in the intelligence community. The group was most cordial and hospitable. Some 80 Naval Reserve officers attended the hour's briefing.

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5. OO Item

Since there is no longer an Office of Operations and since we have an Orientation for Overseas perhaps we should appropriate "OO" as ours. Thus newly named, the OO, sad to report, has been cancelled for September because of the paucity (4) of registrants. [redacted] 25X1A of NSA had wanted to attend this running of the OO as guidance to himself in the development of an overseas briefing program.

A small assortment of slides on the Middle East has been given us by TO/NE [redacted]; some will be used, along with others in hand, to develop an illustrated lecture of global scope, befitting the present concept of the OO. 25X1A

6. Certification 25X1A

All members of the IOF have reread [redacted] "Release of Agency Information to Representatives of Public Information Media".

7. Personnel

25X1A [redacted] and family are headed for a "family camp" at the YMCA Camp Letts, Md., for the week of 30 August 1965. He will return to duty on 7 September 1965.

25X1A



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OPTIONAL FORM NO. 10  
MAY 1962 EDITION  
GSA GEN. REG. NO. 27

5010-106

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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Intelligence School

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 25  
23 - 27 August 1965

DATE: 27 August 1965

1. Number in Clerical Induction Training: During the week of 16 - 20 August 1965, there were 57 trainees in Clerical Induction Training; of these 15 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 16 - 20 August 1965, there were 43 trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 16 - 20 August 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	23	9
Shorthand	13	1

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 16 - 20 August 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	28	
Typewriting	15	2
Shorthand	3	0
Card Punch Operator		
Aptitude Test	1	

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Weekly Report, No. 25  
23 - 27 August 1965

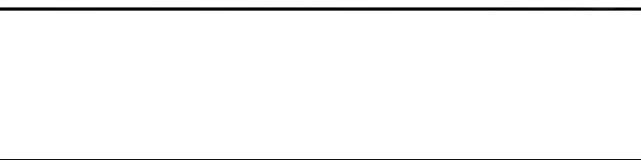
5. Results of Official Agency Testing Administered by Clerical Refresher: The results of the tests administered to on-the-job Agency employees on the 23 and 24 August 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	20	1
Shorthand	17	4

6. Headquarters Regulation [redacted] is being read by members of the Clerical Training Faculty in accordance with the Director's request.

25X1A

25X1A



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